**STRATEGY AND NEEDS ASSESSMENT**

***Procurement Planning Worksheet – RFI, RFP, RFQ***

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| **1. What are the most important goals your agency, division, or unit is trying to accomplish this year?** | **5. Who is the general target population? Are there specific sub-populations for whom we should prioritize getting better outcomes? Why or why not?** |
| **2. How does this purchasing opportunity contribute to achieving these goals?** | **6. What does prior experience, research evidence, and/or stakeholder input suggest about strategies most likely to improve results? Have other agencies/stakeholders been surveyed for impact?** |
| **3. What data, information, or analysis do we have – or is needed – to fully understand what is, and is not, working well today?** | **7. How ready is the community of vendors to offer solutions likely to improve results? Do we need to prompt familiar vendors to generate different solutions? Do we need to expand the vendor community beyond the typical respondents?** |
| **4. To accomplish these agency goals, what needs to change in what goods/services are available or how goods/services are delivered? Why?** | **8. Is best practice an RFI to allow testing the vendor community, and fact finding including demo’s from vendors providing such goods/services, and/or a Request for Qualifications?** |